



Burlington School Traffic Safety and Mobility Advisory Meeting

Minutes

Date: March 5, 2026
Time: 9:30 am
Location: Room 247, City Hall, second floor

1. Members Present:

Amy Collard (Chair), James Smith, Ritu Kumar, Andrea Lee, Carolyn McCarney, Tanya MacLean, Ward Metzler and Aman Kumar

2. Regrets:

Councillor Lisa Kearns, Brenda Agnew and Parvinder Singh

3. Others Present:

Bryan Letourneau (Supervisor, School Crossing Guards), Stephen Camm (Supervisor, Municipal Parking Operations), Dan Ozimkovic (Transportation Planning Technologist), Kathie Panzer (Planning Officer, HCDSB) and Jo-Anne Rudy (Clerk)

4. Land Acknowledgement

The Chair read the Land Acknowledgement.

5. Declarations of Interest:

None

6. Welcome and Introductions

Amy welcomed the new members and all participated in roundtable introductions.

7. Approval of Minutes:

7.1 Approve minutes from meeting held February 5, 2026

On motion, the minutes for February 5, 2026 were approved as presented.

8. Delegation(s):

None

9. Regular Items:

9.1 School Board updates

- Kathie advised that she spoke with Facilities staff at the Halton Catholic District School Board and was advised that there is no money in the budget to make changes to the parking lot at St. Paul's Catholic School.
- Amy advised that the Ward Boundary Review is almost complete and she will provide more details at the next meeting.

9.2 Enforcement and patrol updates

- Stephen advised of the following updates:
 - 1-day SAP (Feb 2/26) - Canadian Martyrs School - Lansdown Dr. and Thornton Rd. - 2 NSA tickets, 0 educated
 - 1-day SAP (Feb 3/26) - Makwendam Public School - Rexway Cr. - 2 NSA tickets, 0 educated
 - 3-day SAP (Feb 3-5/26) - Alton Village School - Steeplechase Dr. - 2 NSA tickets, 2 educated
 - 2-day SAP (Feb 9-10/26) - St. Annes School - 4675 Doug Wright Dr. - 0 tickets, 2 educated
 - 2-day SAP (Feb 9-10/26) - Pineland Public School - 5121 Meadowhill Rd. - 1 NPA ticket, 31 educated
 - 1-day SAP (Feb 11/26) - Canadian Martyrs School - Lansdown Dr. - 1 NSA & 1 NPA tickets, 0 educated
 - 1-day SAP (Feb 12/26) - Tom Thomson Public School - 171 Prospect St. - 3 NSA, 1 FR & 1 NPA tickets, 0 educated
 - 1-day SAP (Feb 12/26) - Ashwood Glen Private School - 3492 Rockwood Dr. (between Thornwood Ave. & Walkers Ln. - 1 WW ticket, 0 educated
 - 1-day SAP (Feb 13/26) - Maplehurst Public School - 468 Springbank Cr. - 0 tickets, 0 educated
 - 3-day SAP (Feb 17-19/26) - Rolling Meadows Public School - 1522 Mountain Grove Ave. - 2 NSA tickets, 5 educated

- 2-day SAP (Feb 19-20/26) - Frontenac Public School - 580 Parkside Dr. - 0 tickets, 0 educated
- 2-day SAP (Feb 23-24/26) - Central Public School - Baldwin St. - 4 NSA tickets, 17 educated
- 1-day SAP (Feb 23/26) - Glenview Public School - 143 Townsend Ave. - 0 tickets, 8 educated
- 4-day SAP (Feb 23-26/26) - Rolling Meadows Public School - 1522 Mountain Grove Ave. - 1 NSA ticket, 4 educated
- 4-day SAP (Feb 24-27/26) - John William Boich Public School - Orchard Rd. & Stonehaven Dr. - 1 NSA ticket, 2 educated
- 1-day SAP (Feb 26/26) - John Tuck Public School - 3365 Spruce Ave. - 3 NSA & 1 FH tickets, 16 educated

9.3 Transportation and crossing guard updates

- Bryan shared a draft of the post card that will be used at site inspections. Members suggested that staff look at the grammar and change the image of the stop sign.

9.4 Site inspections

a. Completed reports

None

b. New site inspection requests

a. Tom Thomson P.S.

- Bryan advised that a second request was received for Tom Thomson P.S. regarding concerns with the IPS signal, specifically related to vehicles running the red signal after reopening after construction. Members agreed that this is something the police should be enforcing. **Motion** - Request staff to reach out to HRPS for enforcement. **CARRIED**

b. Rolling Meadows P.S.

- Bryan reviewed the request for Rolling Meadows P.S. as it relates to parking issues, traffic and crosswalk. **Motion** - Approve site inspection for Rolling Meadows P.S. **CARRIED**

c. St. Anne Catholic School

- Bryan advised that a request for St. Anne Catholic School was received related to parking issues at the school and on Palladium Way, and traffic in and around the school exiting the community in the morning. **Motion** - Approve site inspection for St. Anne Catholic School. **CARRIED**

c. Scheduling and assignments

- Ritu and Andrea agreed to do the site inspection for Rolling Meadows P.S. and Ward and Carolyn agreed to do the site inspection for St. Anne Catholic School. Bryan will reach out with further details.

d. Staff recommendations

- Bryan briefly reviewed the tracking document and noted that he will update it with the information Kathie provided regarding St. Paul's Catholic School.

9.5 Approval of 2025 Annual Report

- Members reviewed the 2025 Annual Report. It was suggested that more detail in terms of number of site visits and recommendations could be included in the 2026 annual report. **Motion** - Approve the 2025 Annual Report for the Burlington School Traffic Safety and Mobility Advisory Committee. **CARRIED**

9.6 Approval of 2026 Workplan/Budget

- Members reviewed the 2026 Workplan/Budget and it was agreed that "Accessibility" be included following the "Pedestrian Safety" bullet. **Motion** - Approve the 2026 Workplan/Budget, as amended, for the Burlington School Traffic Safety and Mobility Advisory Committee. **CARRIED**

10. Other Business:

- Amy advised of an opportunity for the committee to participate at the Burlington Community Traffic Forum on April 1 at the Art Gallery of Burlington from 6:30 to 9 p.m. Amy, Ritu, Ward and Aman expressed interest in attending. **Action** - Jo-Anne will provide further details.

11. Adjournment:

Chair adjourned the meeting at 10:28 a.m.